



License Agent News



California Department of Fish and Game
November 2002

LICENSE AND REVENUE BRANCH

3211 S Street
Sacramento, CA 95816
(916) 227-2245
FAX (916) 227-2261

ANTOINETTE R. LOBO, CHIEF

alobo@dfg.ca.gov

SPORT FISHING PROGRAM

Glenn Underwood
(916) 227-2268
gunderwo@dfg.ca.gov

LICENSE AGENT ORDER DESK

(916) 227-2253
FAX (916) 227-0674

VISIT OUR WEBSITE AT:

www.dfg.ca.gov/licensing/index.html

INFORMATION

(916) 227-2245
Fax (916) 227-1322

CalTIP

(888) DFG-CALTIP or (888) 334-2258
to report a poaching or polluting
incident.

2003 INITIAL ORDER OF SPORT FISHING ITEMS

Enclosed is your initial 2003 shipment of sport fishing license items. Please check your order carefully! If you find a discrepancy in your shipment, notify the License Agent Order Desk at (916) 227-2253, within five (5) business days of receiving this shipment. Claims of missing licenses will only be allowed if they are noted upon receipt and reported to the License Agent Order Desk within five (5) business days.

Your initial 2003 consignment of sport fishing items is based on your reported sales for the 2002 license year. Please reorder items as needed and allow 10 days for your order to be processed and delivered.

You may begin selling 2003 Sport Fishing Licenses, stamps and cards, upon receipt.

WHAT'S NEW FOR 2003?

CHANGES IMPACTING LICENSE AGENTS

Beginning January 1, 2003, the following changes will take effect:

- Next day air service for license orders will no longer be available, including Saturday delivery.
- All walk-in business will be discontinued. This includes picking up license orders (i.e., licenses, applications, stamps, gamebird seals, etc.) and dropping off sales reports and license books.

SALES REPORT FORMS

Your 2003 Sport Fishing Report Form has a new look. To simplify the sales reporting process for License Agents we have revised the report form to make it more user friendly. The most notable changes are the simplified instructions for completing the form, which are located on the back. Please take a few moments to review the new report form. Questions, comments or suggestions regarding the new report form should be directed to Ms. Jerilyn Santillan at (916) 227-0564 or by e-mail at jsantill@dfg.ca.gov.

ISSUING DUPLICATE SPORT FISHING LICENSES

Duplicate Sport Fishing Licenses have been revised for 2003. A line has been added for the angler's original sport fishing license number. When issuing a Duplicate Sport Fishing License, write the original license number from the "application for duplicate" in the space provided on the duplicate license.



HOLIDAY GIFT ENVELOPES

Holiday gift envelopes will be available this year by request only, while supplies last. The envelopes are a nice way to present a fishing license as a gift. Please contact the License Agent Order Desk to place your order.

HOLIDAY SCHEDULE FOR 2003

Department offices will be closed for the following State holidays, so please plan accordingly:

January 1, 2003
January 20, 2003
February 12, 2003
February 17, 2003
March 31, 2003
May 26, 2003
July 4, 2003
September 1, 2003
October 13, 2003
November 11, 2003
November 27, 28, 2003
December 25, 2003

PUBLIC INFORMATION TELEPHONE NUMBERS

Anglers and hunters should use the numbers listed in the regulation booklets for information they may need. The nearest Department office is your best resource to answer questions about specific areas. Questions about licenses, such as license requirements, issuance procedures, or completing monthly sales reports should be directed to the License and Revenue Branch in Sacramento.

DON'T FORGET

When issuing a sport fishing license, you must enter the date issued, the licensee's name, residence address, date of birth and physical description.

When someone buys an annual sport fishing license for another person, you are required to enter the date issued, the licensee's name and residence address. The licensee must complete all other information before they go fishing. (Section 705, Title 14, California Code of Regulations)

All License Agents are required to enter the date issued on the appropriate line on the inside cover of the license book. (Section 707, Title 14, California Code of Regulations)

License Agents must report sales of completely sold license books by the 20th of each month. All completely sold books for 2003 sport fishing items that are sold in November 2002 must be reported by December 20, 2002. Please report in a timely manner in order to avoid penalty and interest. (Section 1055.5 of the Fish and Game Code)

IMPORTANT MESSAGE

The Department's planned implementation of the Automated License Data System (ALDS) has been delayed for several years. As a result, License Agents should continue to serve the public using the current paper-based licensing system. For additional information please contact Richard Reyes at (916) 227-2240 or rreyes@dfg.ca.gov.

**PLEASE SHARE THIS INFORMATION WITH YOUR LICENSE SALES
EMPLOYEES TO BETTER SERVE YOUR CUSTOMERS.**